

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 2:</b> Administration of Child Welfare	<b>Effective Date:</b> September 1, 2008
	<b>Section 9:</b> Verifying Identity	<b>Version:</b> 1

<b>POLICY [NEW]</b>	<b>OLD POLICY: N/A</b>
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The Indiana Department of Child Services (DCS) will verify the identity of an adult or child prior to conducting a background check on the individual.

Prior to placing a child in the home of a relative, DCS will verify the relationship between the child and said relative.

#### Code References

N/A

### PROCEDURE

To verify the identity of an adult or child who is a U.S. Citizen, the Family Case Manager (FCM) will ask to see a valid, government-issued photo ID. See Related Information for details.

To verify the identity of an adult or child who is a documented immigrant, the FCM will ask to see any available government-issued documentation, such as a Visa, driver's license or Permanent Residence Card ("Green Card"), etc.

To verify the identity of an adult or child who is an undocumented immigrant, the FCM will:

1. Ask to see any available documentation, such as the Matricula Consular and other Consulate-issued identification, etc.
2. Ask to see a recent statement from a utility company (water, electric, gas, phone, cable TV, etc.) addressed to the individual at his/her present address.

To verify the relationship between a child and relative prior to placing the child with said relative, the FCM will:

1. Provide said relative with a copy of the [Statement of Attestation by Relative Regarding Relationship](#) form.
2. Obtain a signature from said relative and sign the form as a witness.
3. Place a copy of the signed form in the child's case file.

[See related policy 8.42 Verifying Citizenship and Immigration Status](#)

### PRACTICE GUIDANCE

If unable to verify the identity for the child and further involvement is warranted, request the child's birth certificate/social security card. Otherwise, notify the supervisor that you were unable to verify, and document your request to the family to produce valid identification.

## FORMS AND TOOLS

[Statement of Attestation by Relative Regarding Relationship](#)

## RELATED INFORMATION

### **Government-Issued Identification for Children**

For children who are of legal driving age (16 in Indiana), ask to see a valid driver's license or learner's permit. For children who are younger than legal driving age, ask to see a school-issued identification card.

### **Child Doesn't Have Government-Issued Photo ID**

In this situation, ask to see any available photo ID (i.e., community pool pass photo ID, etc.) and a copy of the child's social security card or birth certificate.

### **Child Doesn't Have a Photo ID**

Ask to see two forms of government-issued identification, such as a social security card AND a birth certificate.

### **Government-Issued Identification for Non-Drivers**

For persons of legal driving age who do not drive, ask to see a state government-issued identification card.

### **Illegal alien (undocumented immigrant)**

For an individual who is an illegal alien (undocumented immigrant) and does not have any form of identification, assess whether the individual can adequately care for the child (i.e. – provide proof of employment in writing).